UNITED STATES MARINE CORPS

Paperless Acquisition Systems Initiative
Wide Area Workflow (WAWF)

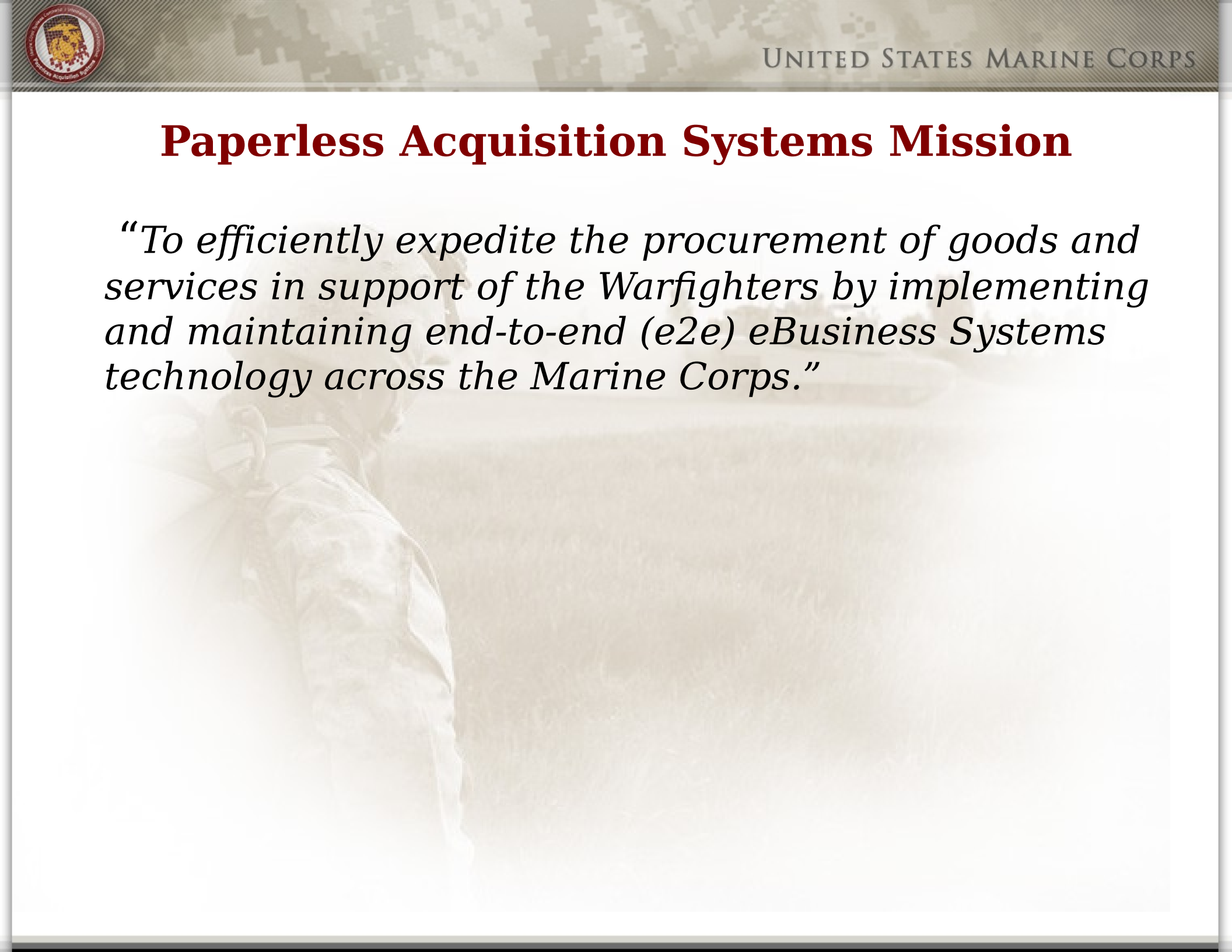
Mr. Jarret Kuhfahl

Total Force IT Systems (TFITS)

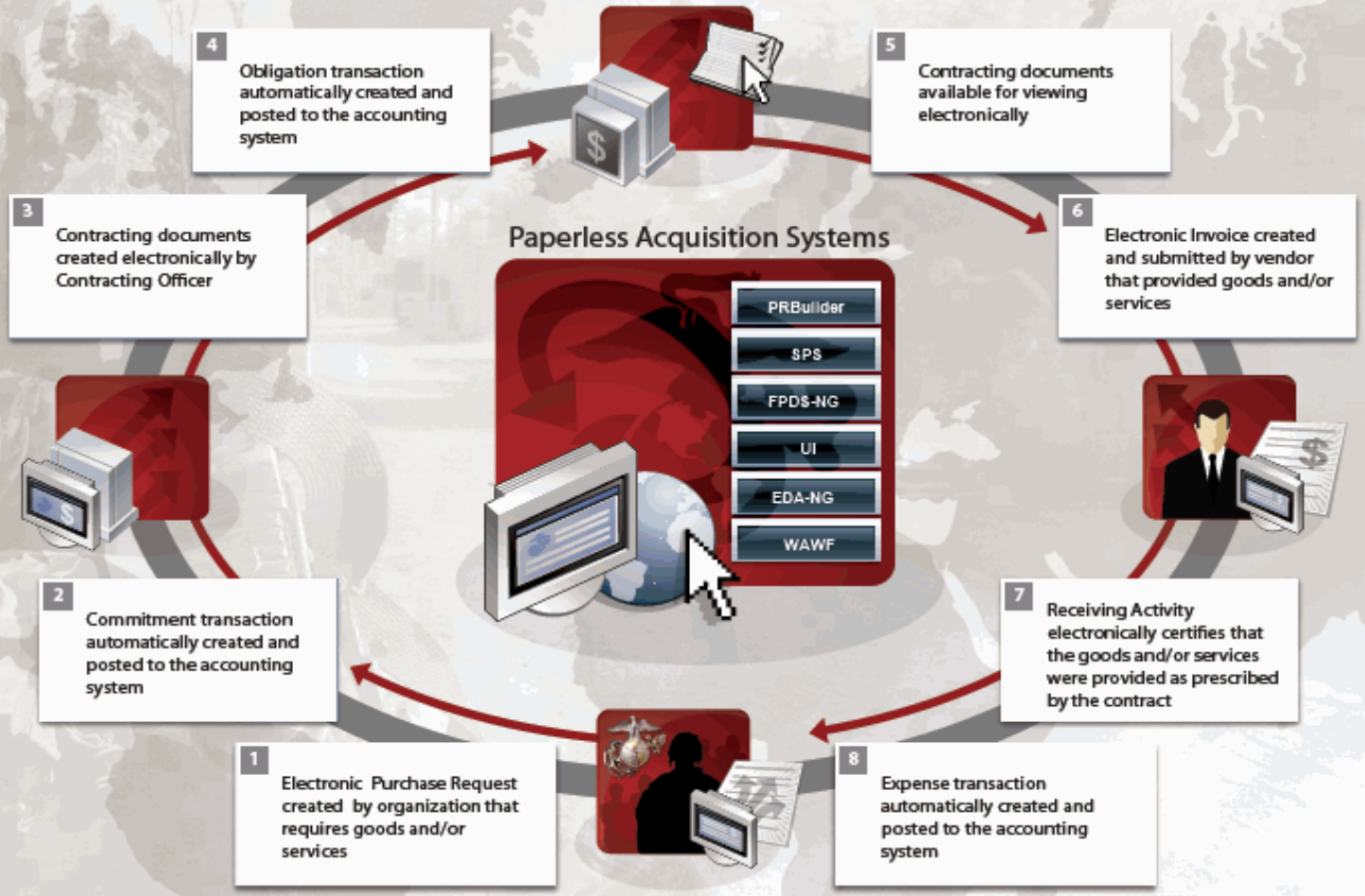
MARCORSYSCOM, IS&I

Paperless Acquisition Systems Mission

"To efficiently expedite the procurement of goods and services in support of the Warfighters by implementing and maintaining end-to-end (e2e) eBusiness Systems technology across the Marine Corps."



Paperless Acquisition


4
Obligation transaction automatically created and posted to the accounting system
5
Contracting documents available for viewing electronically
3
Contracting documents created electronically by Contracting Officer
Paperless Acquisition Systems
PRBuilder
SPS
FPDS-NG
UI
EDA-NG
WAWF
6
Electronic Invoice created and submitted by vendor that provided goods and/or services
2
Commitment transaction automatically created and posted to the accounting system
7
Receiving Activity electronically certifies that the goods and/or services were provided as prescribed by the contract
1
Electronic Purchase Request created by organization that requires goods and/or services
8
Expense transaction automatically created and posted to the accounting system

The Paperless Acquisition mission is to efficiently expedite the procurement of goods and services in support of the war fighters by implementing and maintaining end-to-end (e2e) paperless acquisition technology across the Marine Corps.

- *Purchase Request Builder (PRBuilder)*
- *Standard Procurement System (SPS)*
- *Federal Procurement Data System – Next Generation (FPDS-NG)*
- *Universal Interface (UI)*
- *Electronic Document Access – Next Generation (EDA-NG)*
- *Wide Area Workflow (WAWF)*

Learning Objectives

- Possess an overall understanding of the Wide Area Workflow (WAWF) system
- Develop skills required to perform the functions of applicable roles in WAWF with confidence

WAWF

- Current Version: 4.0
- All Sites Using Same Version
- WAWF Posts to SABRS
  - Obligation and Expense from a Misc Pay perspective
  - Only the Expense will be posted from contract perspective
    - AAA must be entered at Line Item level
- Current Issues
  - Funding that crosses Appropriations - Utilities
  - 100% WAWF usage remains goal
  - Monitoring of all WAWF folders on regular basis

v4.0 Enhancements

- **Electronic Submission of Attachments via EDI**
  - Release 4.0 permits Vendors to submit attachments electronically via EDI without requiring manual intervention
  - Attachments will be viewable in WAWF
- **Line Item Structure**
  - Release 4.0 permits the capture of Exhibit Line Items and both Informational and Separately Identified Subline Items in contracts that have been properly structured
- **Add Line Item Warranty Indicator**
  - Release 4.0 permits Contractors to identify CLIN, SLIN or ELIN items that are supported with a warranty
  - WAWF will identify items on a Receiving Report or a Property Transfer document that has an applicable warranty associated with it

On the Horizon

- Release 4.2 - ECP 546 / 811 Telecom
  - Telecommunications Industry Standard is the 811
  - Develop an inbound 811 to capture Telecom invoices
  - Telecom Industry is one of the last major communities not invoicing via WAWF. Enabling this community to use WAWF will realize significant savings in decreased interest, late fees and DFAS processing costs

WAWF Agenda

- Procurement Process Overview
- User Roles
- Government Acceptor Actions
- Prompt Payment Act
- Miscellaneous Payments
- Questions
- Points of Contact

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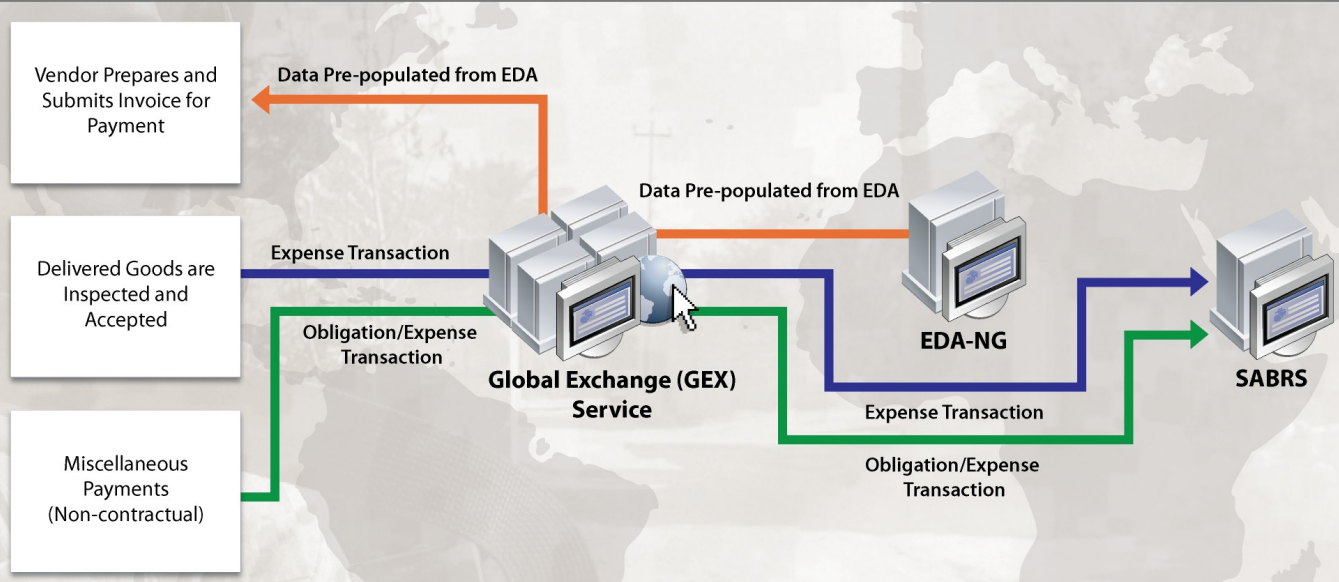
Procurement Process Overview

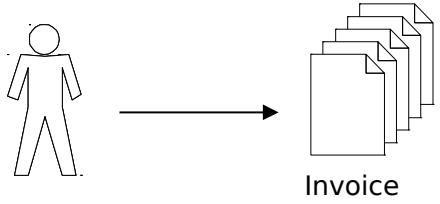
Procurement Process in Wide Area Workflow

Wide Area Workflow (WAWF)



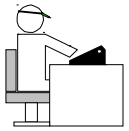
How Does WAWF Work?

How does WAWF work?

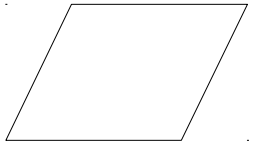


Invoice

Document Creation
Creates Invoice
via EDI/ SFTP/Web
WAWF User Role – Vendor



Acceptance
Accepts/rejects Invoice / Receiving Report
WAWF User Role – Government Acceptor



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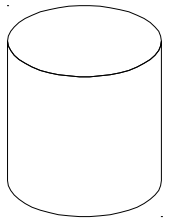
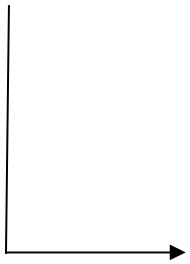
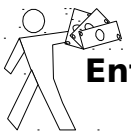


SABRS
WAWF posts Expense to SABRS





Entitlement System
CAPS-W

WAWF reduces:

Risk of lost/misplaced documents

Re-keying allowing improved accuracy of data

Marine Corps Systems Command | Information Systems Infrastructure
Paperless Acquisition Systems
UNITED STATES MARINE CORPS

WAWF User Roles

WAWF User Roles

Vendor	◆ Creates document in WAWF
Government Acceptor	◆ Agent for government ◆ Verifies goods received and/or services provided ◆ Verifies Vendor has invoiced according to contract ◆ Enters SDN, ACRN, AAA and Chargeable Fiscal Year information electronically in WAWF ◆ Accepts/rejects
Group Administrator (GAM)	◆ Activates new users after verifying correct supporting documentation ◆ Deactivates users no longer needing access

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Government Acceptor Actions

Government Acceptor Actions

- **Overall Responsibility**
- **Verification/Validation from Contract**
- **Rejection Process**
- **Impact from Invalid Information**

Overall Responsibility

- **Agent for Government to Verify**
  - Goods received and/or Services provided
  - Invoiced properly
- **Timely Acceptance through Verification/Validation**

Verification/Validation from Contract

- **WAWF Clause**
- **Contract Number/Delivery Order**
- **Verifying Correct Workflow**
  - DoDAACs
- **CLIN-Line Item Information**
  - Item Number
  - Quantity
  - Unit of Measure
  - Unit Price
  - SDN
  - ACRN
  - AAA

WAWF Clause

USMC WIDE AREA WORKFLOW IMPLEMENTATION (DEC 2004)
To implement DFARS 252.232-7003, “ELECTRONIC SUBMISSION OF PAYMENT REQUESTS (JAN 2004),”
the United States Marine Corps (USMC) utilizes Wide Area WorkFlow-Receipt and Acceptance (WAWF-RA) to
electronically process vendor requests for payment. This application allows DoD vendors to submit and track
Invoices and Receipt/Acceptance documents electronically. The contractor is required to utilize this system when
processing invoices and receiving reports under this contract/order, unless the provision at DFARS 252.232-
7003(c) applies. The contractor shall (i) register to use WAWF-RA at https://wawf.eb.mil and (ii) ensure an
electronic business point of contact (POC) is designated in the Central Contractor Registration site at
http://www.ccr.gov within ten (10) calendar days after award of this contract/order. The USMC WAWF-RA POC
for this contract/order is: Judy Vinzant, telephone 760 725-3418.
Introduction: Wide Area Work Flow is a web-based invoicing and acceptance system that enables Vendors
(Contractors) to submit their invoices electronically to the receiver of the supplies or services. The receiver
receives an email notification and then can log in and perform the necessary acceptance requirements. Once the
acceptance portion is completed, the invoice and acceptance are forwarded to DFAS for processing.
Benefits: This paperless system prompts the receiver to perform the acceptance

Contract Number/Delivery Order

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30

1. REQUISITION NUMBER	PAGE 1 OF 24

2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE

7. FOR SOLICITATION INFORMATION CALL:	a. NAME	b. TELEPHONE NUMBER (No Collect Calls)	8. OFFER DUE DATE/LOCAL TIME

9. ISSUED BY	CODE	10. THIS ACQUISITION IS	11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED	12. DISCOUNT TERMS
		[X] UNRESTRICTED [ ] SET ASIDE: % FOR [ ] SMALL BUSINESS [ ] HUBZONE SMALL BUSINESS [ ] 8(A) NAICS: SIZE STANDARD:	[ ] SEE SCHEDULE	Net 30 Days

[ ] 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)

13b. RATING

14. METHOD OF SOLICITATION [ ] RFQ [ ] IFB [ ] RFP

File Edit View Favorites Tools Help

Back Search Favorites

Address https://wawf-gt.slidell.disa.mil/index.html Go Links

Wide Area Workflow

Wide Area Workflow

Customer Support

1-866-618-5988
DSN: 388-7095

UserID: CAPStest10

Home / Log Out

My Profile Maintenance

Add Additional Role

SDN: This is a number assigned to a document which uniquely identifies it from all other documents. See page help for full details.

- CONTINUATION SHEET

* = Required Fields

Contract Number	Delivery Order	Shipment Number	Invoice Number
M0068102A0045	0044	01	01

Item No	Stock #	Unit Price	Unit of Issue	Qty. Shipped	Amount
0001	1234	$1.11	LB	2,500	$2,775.00

Verify DoDAAC in Contract with WAWF Document

9. ISSUED BY	CODE	10. THIS ACQUISITION IS	11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED	12. DISCOUNT TERMS
		[X] UNRESTRICTED [ ] SET ASIDE: % FOR [ ] SMALL BUSINESS [ ] HUBZONE SMALL BUSINESS [ ] 8(A) NAICS: SIZE STANDARD:	[ ] SEE SCHEDULE	Net 30 Days
			13a. [ ] THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	
			13b. RATING	
			14. METHOD OF SOLICITATION [ ] RFQ [ ] IFB [ ] RFP	

15. DELIVER TO	CODE	16. ADMINISTERED BY	CODE
		SEE ITEM 9	

17a.CONTRACTOR/OFFEROR	CODE	18a. PAYMENT WILL BE MADE BY	CODE
TEL.	FACILITY CODE	DFAS COLUMBUS P O BOX 369022 ATTN: KANSAS COLUMBUS OH 43236-9022	M67443

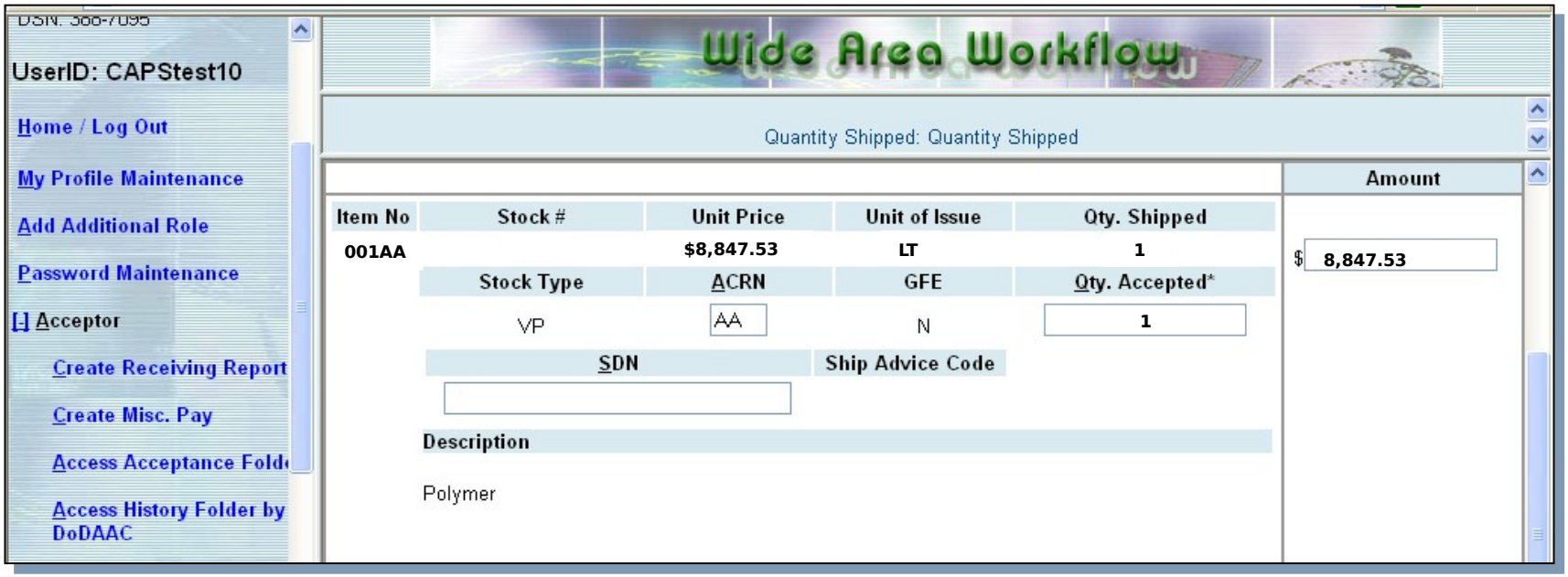
Verify CLIN/SLIN Information

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AA		1	Lot	$8,847.53	$8,847.53

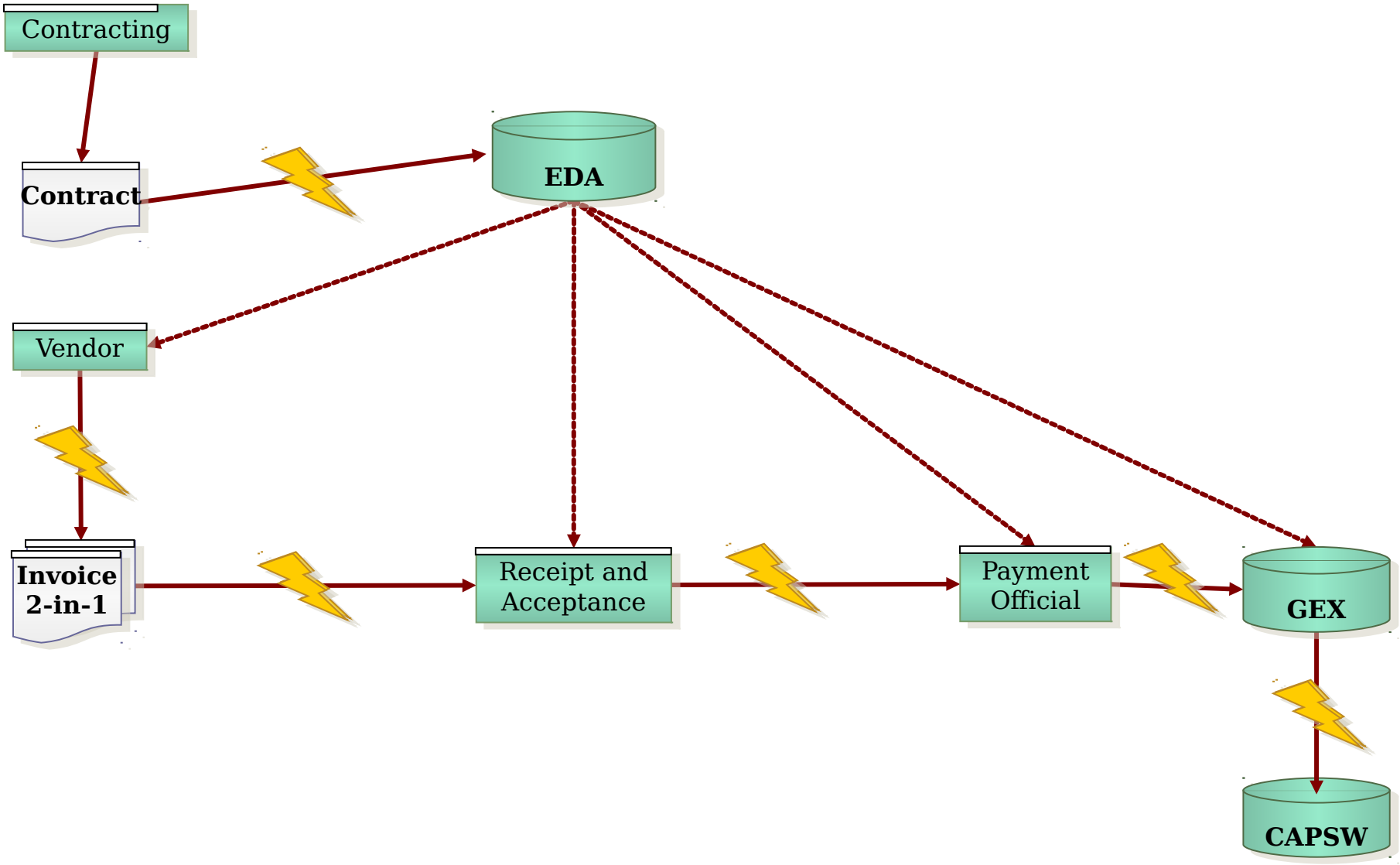
VRS TRAINING SET UP COST FFP
FOB: Destination
MILSTRIP:
PURCHASE REQUEST NUMBER:

NET AMT $8,847.53

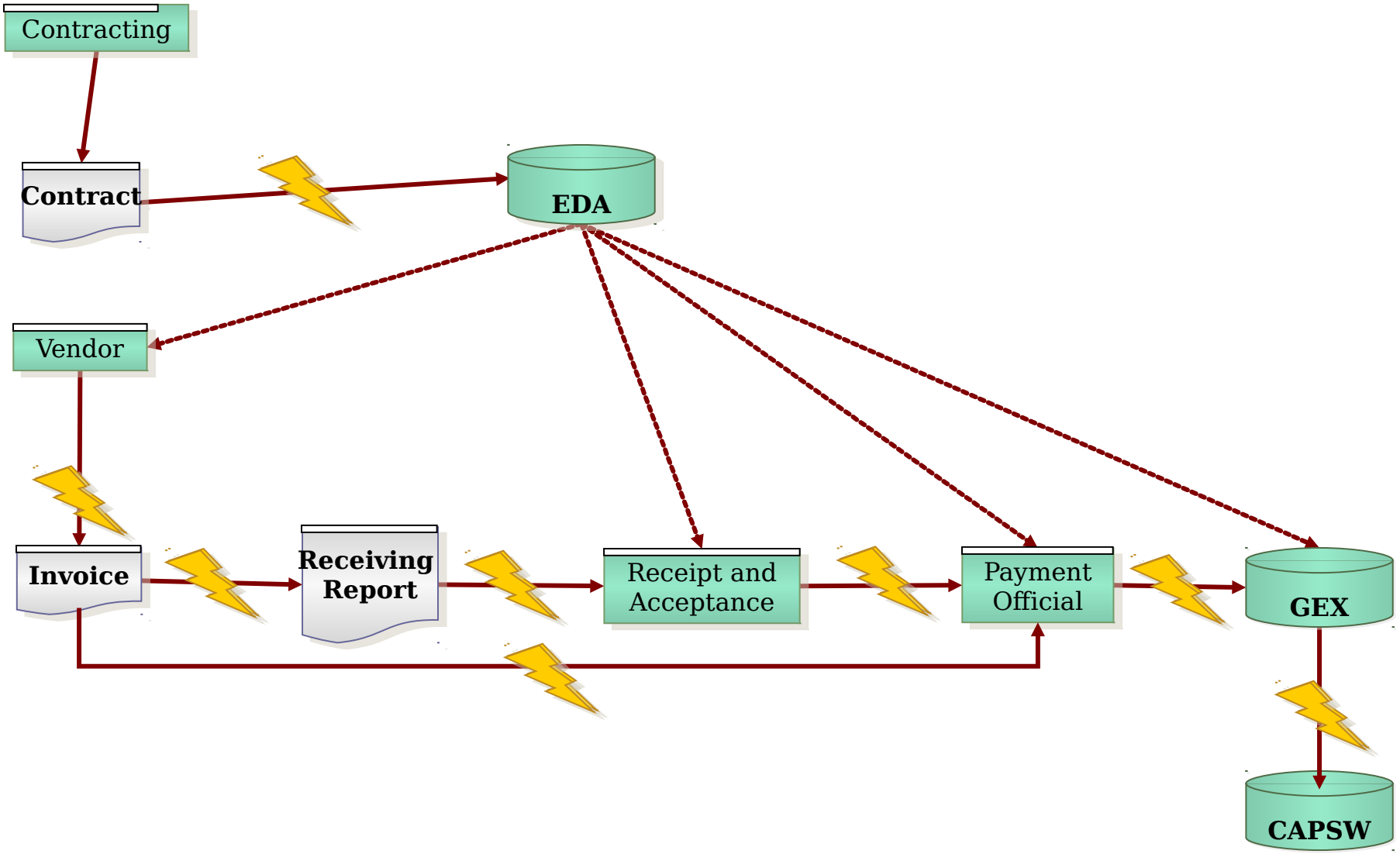
ACRN AA $8,847.53
CIN:



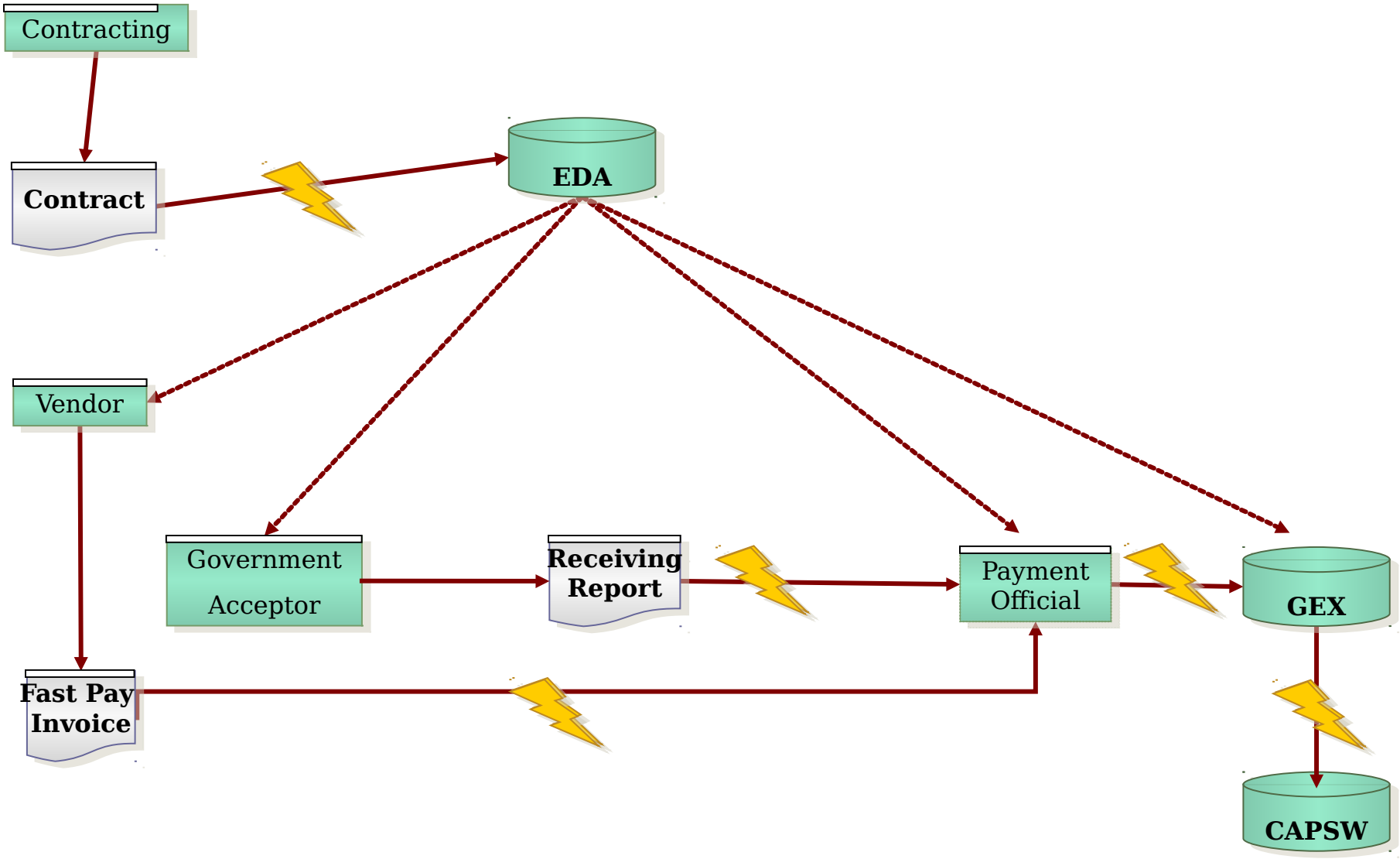
Submission of Invoice 2-in-1 through WAWF (NO PAPER)



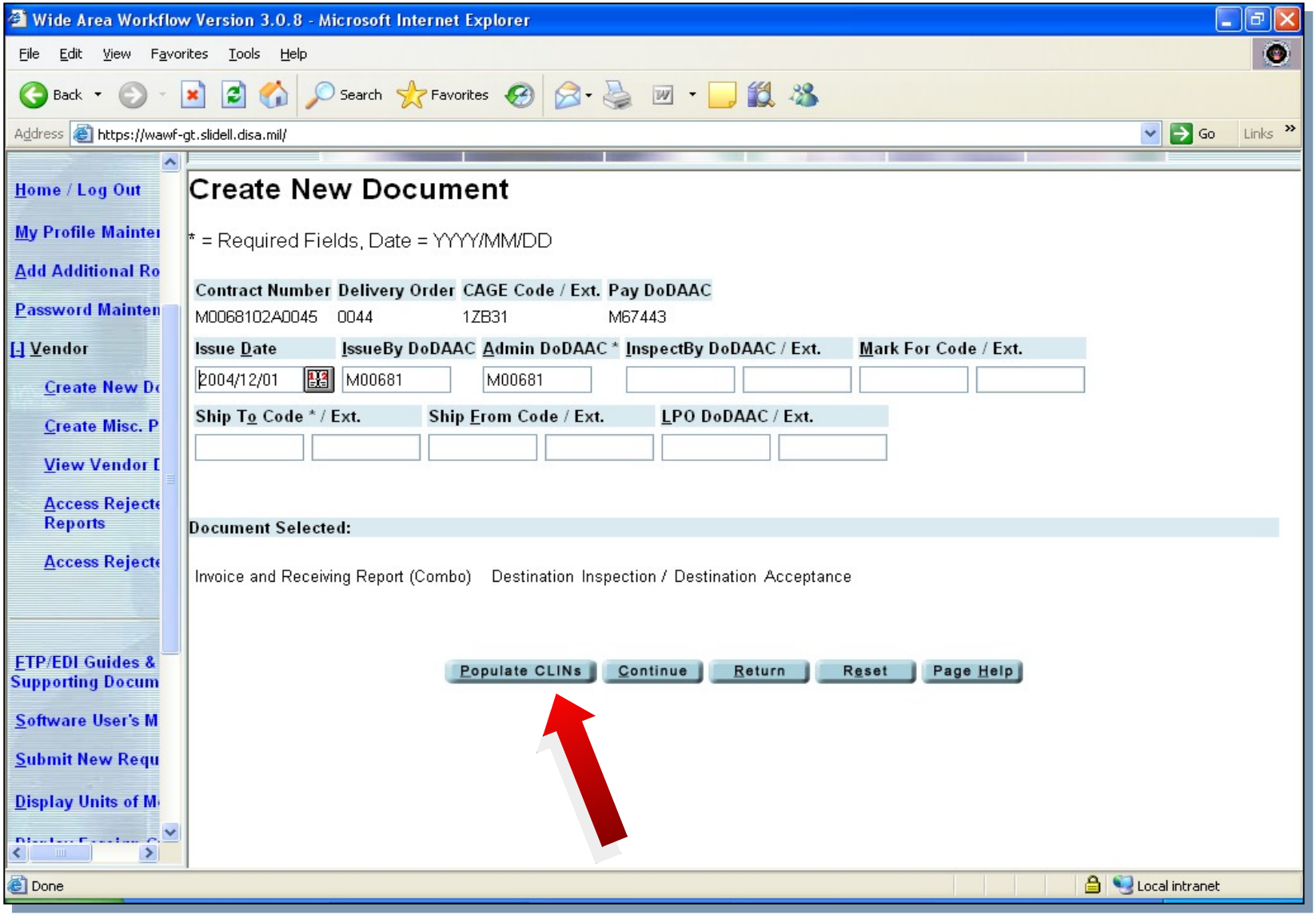
Submission of Invoice and Receiving Report Combo through WAWF (NO PAPER)



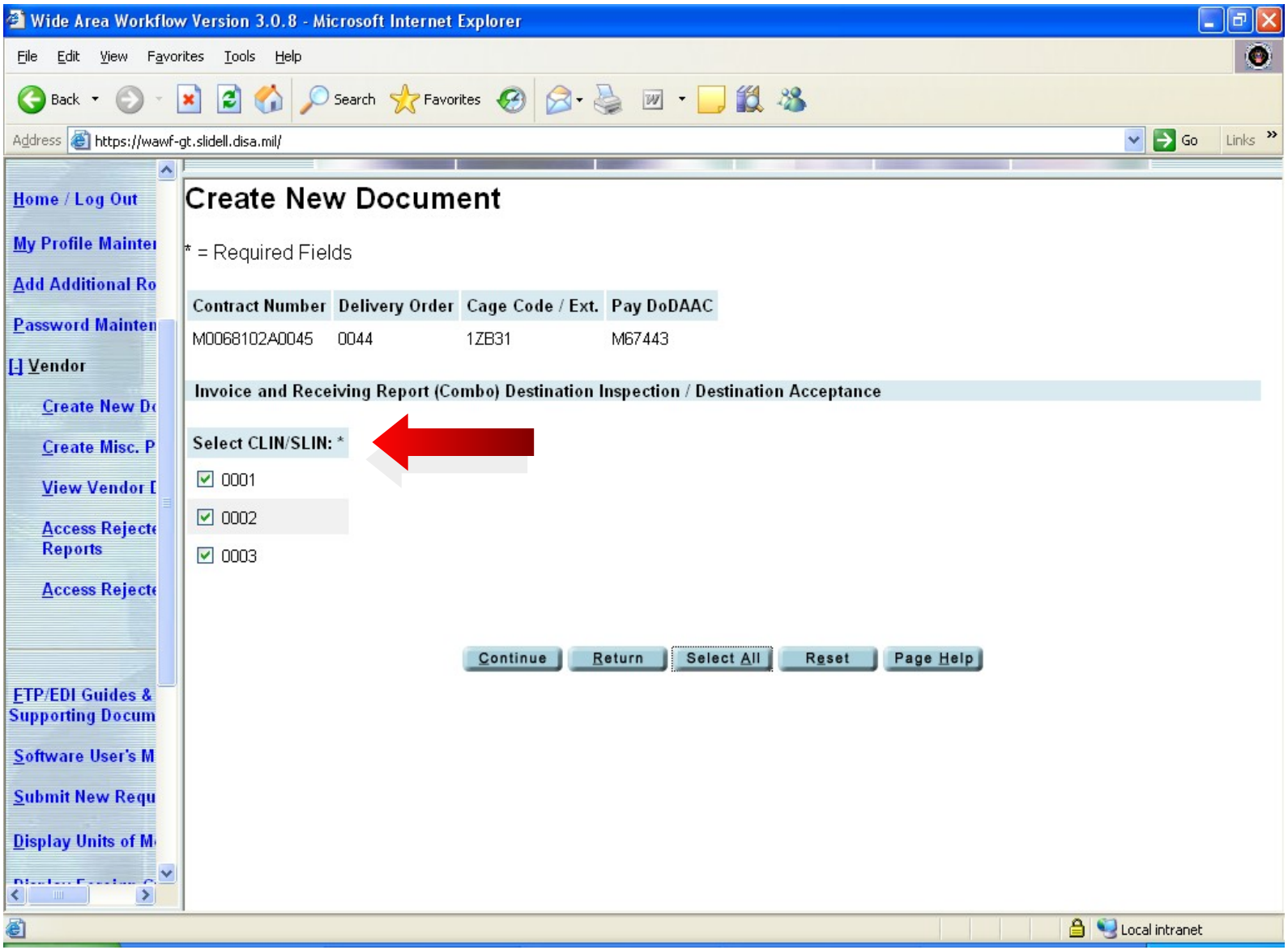
Submission of Fast Pay Invoice through WAWF (NO PAPER)



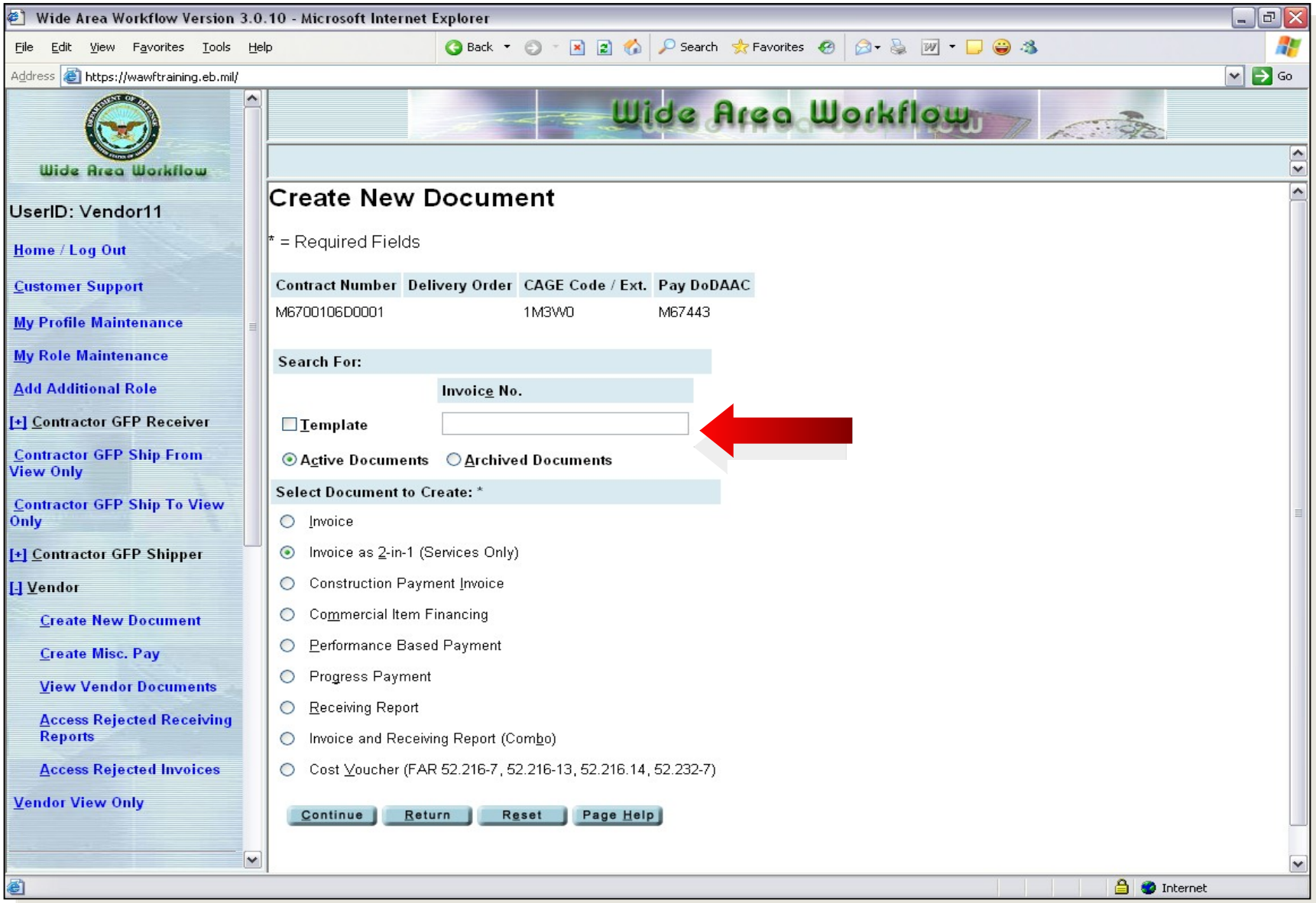
WAWF Vendor
Pre-Populating CLIN Information



WAWF Vendor
Pre-Populating CLIN Information



Templates


Wide Area Workflow Version 3.0.10 - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://wawftraining.eb.mil/
Go
Wide Area Workflow
UserID: Vendor11
Home / Log Out
Customer Support
My Profile Maintenance
My Role Maintenance
Add Additional Role
[+] Contractor GFP Receiver
Contractor GFP Ship From View Only
Contractor GFP Ship To View Only
[+] Contractor GFP Shipper
[-] Vendor
Create New Document
Create Misc. Pay
View Vendor Documents
Access Rejected Receiving Reports
Access Rejected Invoices
Vendor View Only
Wide Area Workflow
Create New Document
* = Required Fields
Contract Number
Delivery Order
CAGE Code / Ext.
Pay DoDAAC
M6700106D0001
1M3W0
M67443
Search For:
Invoice No.
Template
Active Documents
Archived Documents
Select Document to Create: *
Invoice
Invoice as 2-in-1 (Services Only)
Construction Payment Invoice
Commercial Item Financing
Performance Based Payment
Progress Payment
Receiving Report
Invoice and Receiving Report (Combo)
Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)
Continue
Return
Reset
Page Help
Internet

Rejection Process

- **Comments**
  - Comprehensible and succinct
  - Corrective action required
  - Provide positive information
- **Follow Up**
  - Make contact with Vendor
  - Ensure corrections are understood
  - Track for timely resubmission

Government Acceptor Recap

- **Do**
  - Verify contract with Receiving Report and Invoice
  - Ensure CLIN/SLIN match contract/mods
  - Ensure proper workflow is established
  - Timely acceptance
  - Provide adequate comments for all rejected documents
- **Don't**
  - Submit without appropriate SDN / ACRN / AAA
  - Place document in hold folder
  - Reject with vague comments

Impact from Invalid Information

- **Suspend**
  - When DFAS is trying to resolve error without rejecting document
  - Error examples
    - Vendor registration not updated in CCR
    - Contract in EDM does not match contract in EDA
- **Reject by DFAS**
  - When DFAS is unable to resolve issue internally
  - Error Examples
    - CLIN quantity submitted exceeds CLIN quantity available in CAPSW
    - Contract not found in CAPSW
    - Invalid CLIN number for this contract

UNITED STATES MARINE CORPS

Prompt Payment Act

Prompt Payment Act, cont.

- **Example One**
  - Goods delivered 9 Apr, constructive acceptance 16 Apr
  - Receiving activity accepted goods 12 Apr
  - Invoice received in designated agency office 20 Apr
  - Earlier of actual and constructive acceptance is 12 Apr, so that date is compared to invoice receipt, 12 Apr versus 20 Apr
  - Later of these two dates is invoice receipt, 20 Apr
  - Therefore, day one of **payment** period is 21 Apr, and last day is 20 May
  - Check must be issued 20 May, interest starts to accrue 21 May

Prompt Payment Act

- **Brief Overview**
  - US Government is not forced to accept goods/services in a specified time and **payment** cannot be made until acceptance occurs
  - For purposes of determining a **payment** due date (when interest starts to accrue) acceptance is deemed to occur seven days after delivery or services are completed
  - Most **payment** due dates are computed from the later of invoice receipt in designated agency office or actual or constructive acceptance occurs, whichever is earlier
  - Two separate receiving dates are used:
    - Date of delivery or completion
    - Date actual acceptance occurred

Prompt Payment Act, cont.

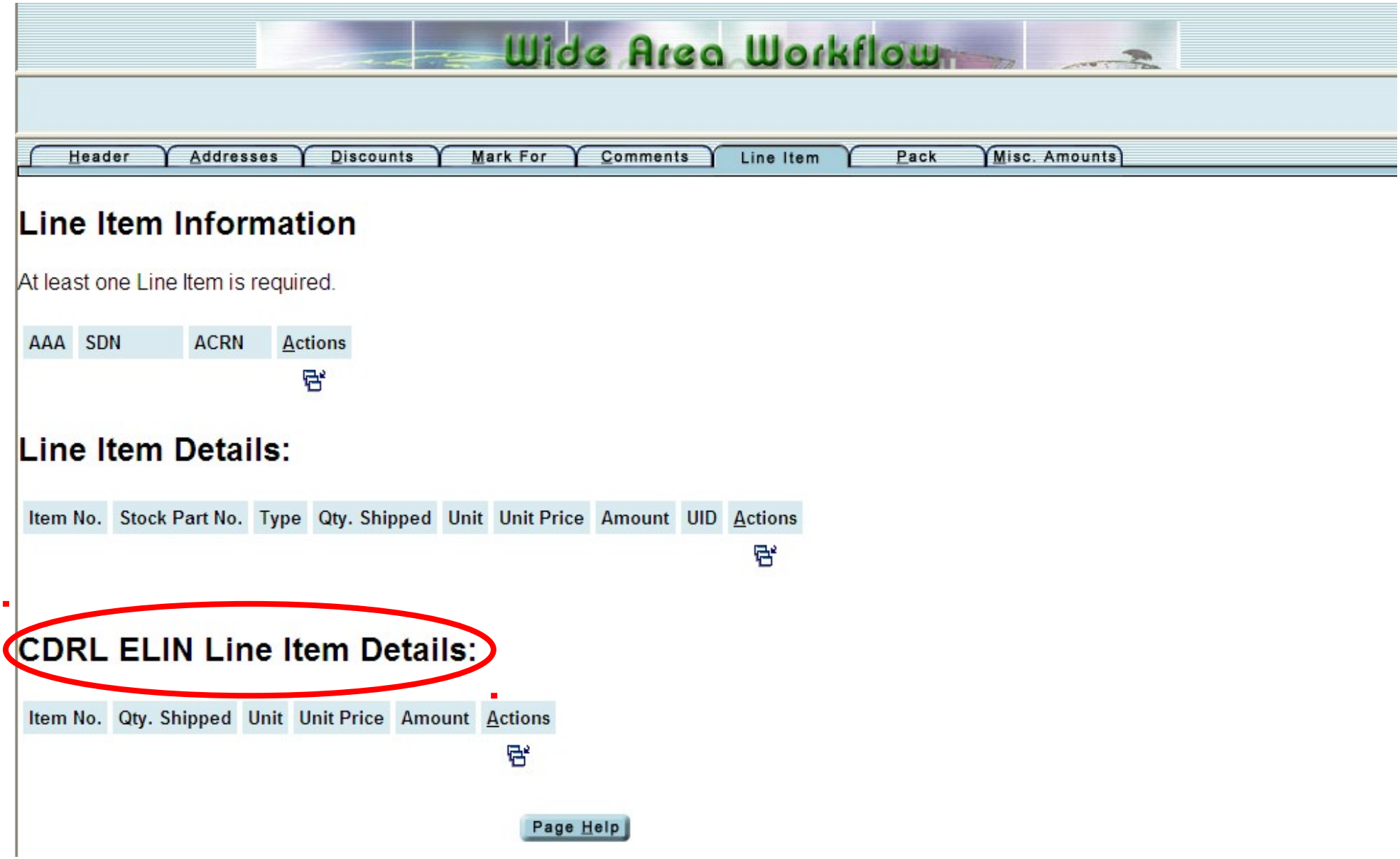
- **Example Two**
  - Services completed 4 Jun, constructive acceptance is 11 Jun
  - Receiving activity accepts services 25 Jun
  - Invoice is received in designated agency office 6 Jun
  - Earlier of actual and constructive acceptance is 11 Jun constructive date
  - Therefore, this date compared with invoice receipt, 11 Jun versus 6 Jun
  - Later of these two dates is constructive acceptance date of 11 Jun
  - Day one of **payment** period is 12 Jun, day 30 is 11 Jul
  - **Payment** must be made on 11 Jul, interest starts to accrue 12 Jul

v4.1 Enhancements

- **Vendor has capability to designate attachments as containing data deliverables pursuant to a CDRL and identify the destination system**

- **User can attach a CDRL-type attachment**
  - **Tied to an ELIN on a Receiving Report**
    - **WAWF defines a ELIN as a four position field:**
      - **First position is an alpha character (A-Z)**
      - **Last three positions are alphanumeric**

v4.1 Enhancements



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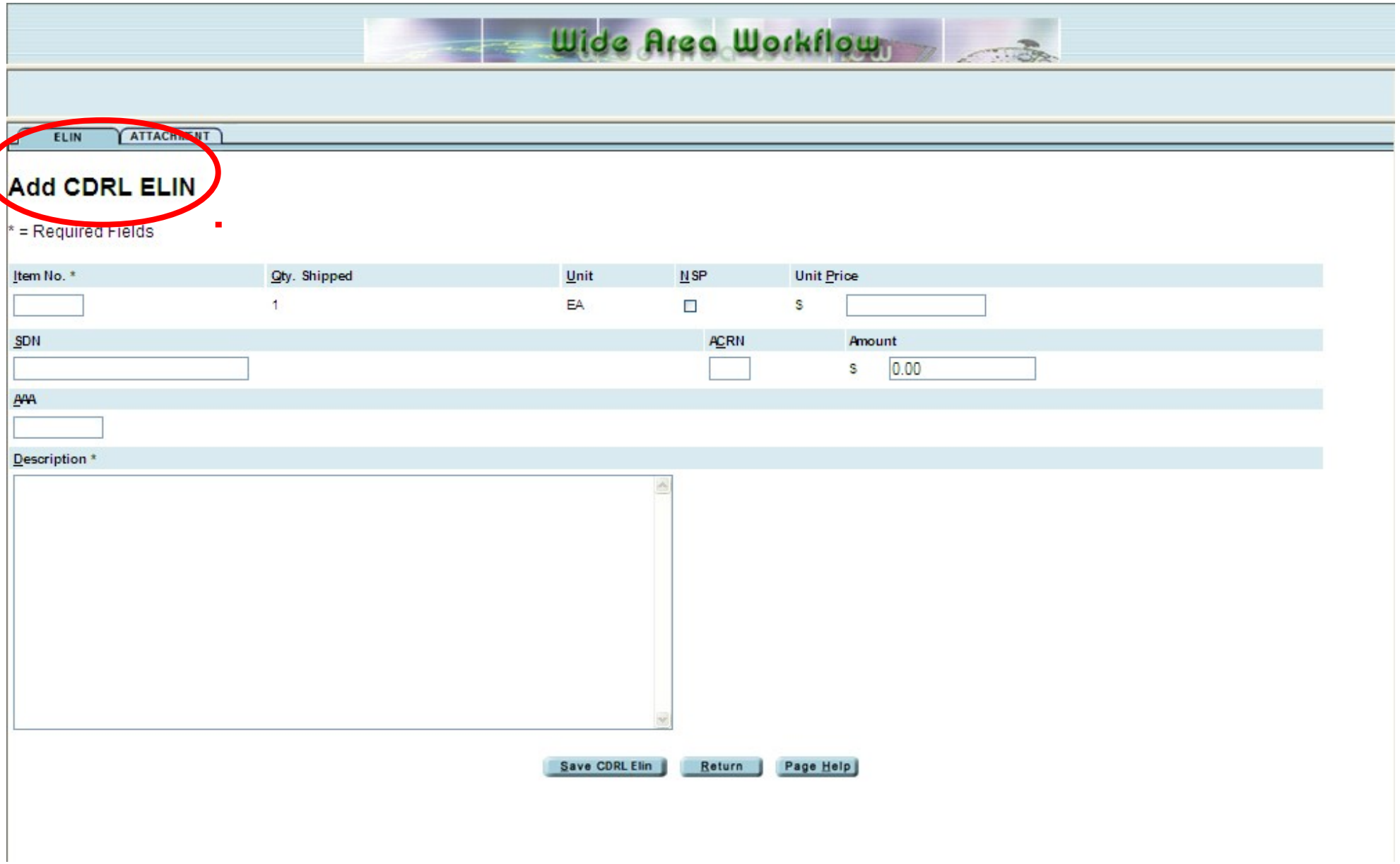
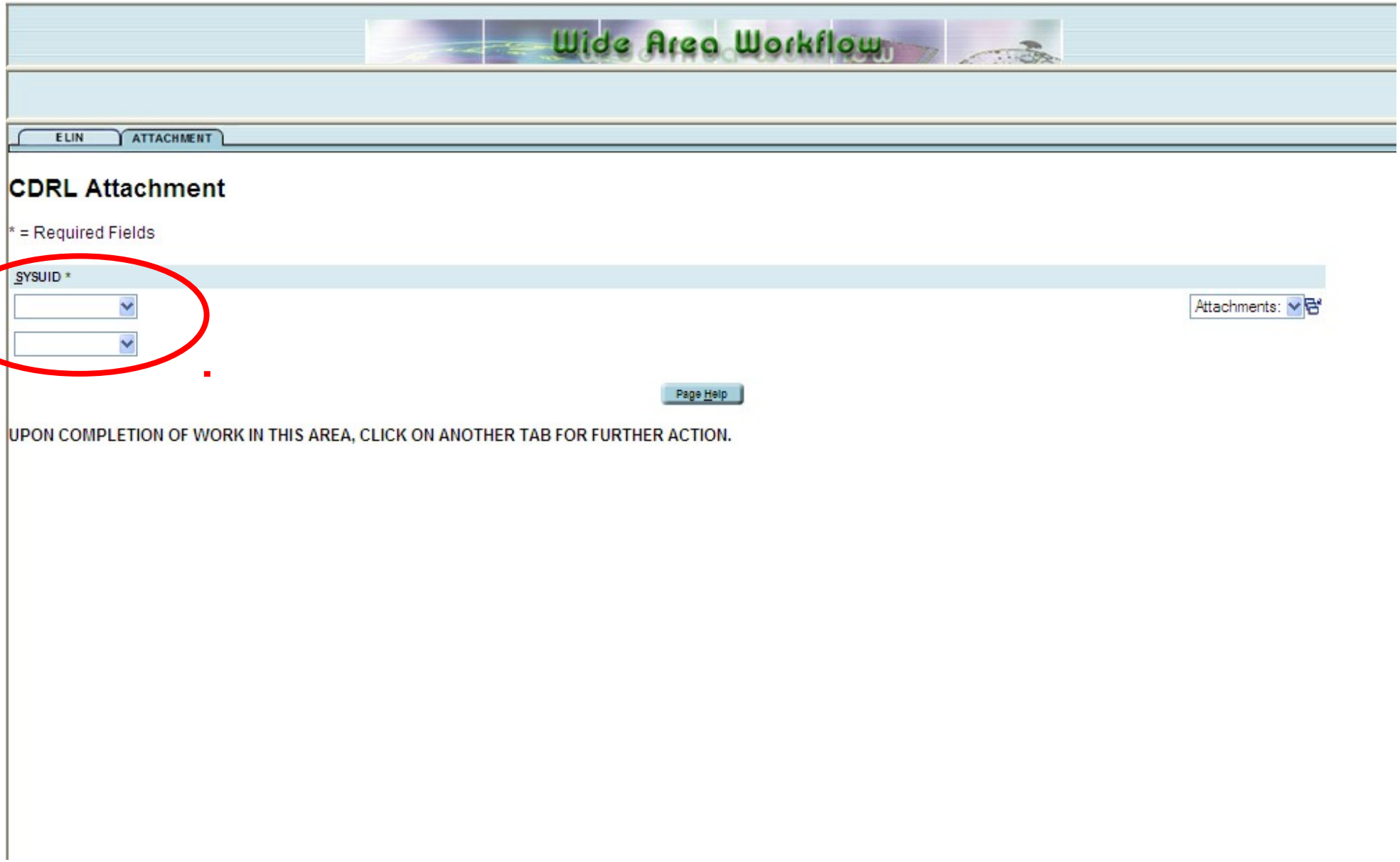


v4.1 Enhancements



Questions

Demonstration / Hands-on Training

Marine Corps Systems Command | Information Systems Infrastructure
Paperless Acquisition Systems
UNITED STATES MARINE CORPS

WAWF Miscellaneous Payments

WAWF Miscellaneous Payments

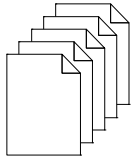
- 2005 USMC funded WAWF Miscellaneous Payment pilot (Camp Lejeune) for all DoD
- Misc Pays are any non-contractual, recurring or non-recurring payment for awards, grants, license fees, personal reimbursements, and special item purchases
- WAWF eliminates paper from the Misc Pay process of the DoD accounting life cycle
  - Electronically transmits data to & from SABRS to track the obligation and expense and to entitlement systems for payment
  - E-mail notifications alert users of document status
- v4.0 released Aug 2008 updated the application with regard to "Government Acceptors' ability to submit Misc Pay docs on behalf of a Federal Civilian, Military Employee, or any Non-Federal Entity " via the Web, EDI or SFTP

WAWF Misc Pay User Roles

Vendor / Government Initiator	◆ Creates Misc Pay voucher in WAWF ◆ Vendor submits for payment on his/her own behalf ◆ Government Initiator submits for payment on behalf of Federal Civilian, Military Employee, or any Non-Federal Entity via the Web, EDI or SFTP
Government Acceptor	◆ Agent for government ◆ Verifies goods received and/or services provided ◆ Verifies Vendor/Government Initiator has invoiced correctly ◆ Enters SDN, ACRN, AAA and Chargeable Fiscal Year information electronically in WAWF ◆ Accepts/rejects
Local Processing Official (LPO)	◆ Electronically certifies financial data for Misc Pay vouchers ◆ Complete COL training & required supporting documentation (DD2875 SAAR Form / DD577 Signature Card / Letter of Authorization)
Group Administrator (GAM)	◆ Activates new users after verifying correct supporting documents ◆ Deactivates users no longer needing access

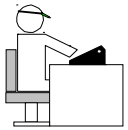
How Does WAWF Misc Pay Work?

How does WAWF Misc Pay work?

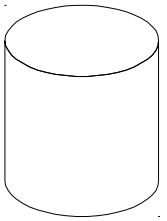


Procurement Request

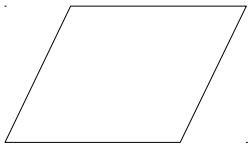
Document Creation
Creates Misc Pay Voucher
WAWF User Role – Vendor / Government Initiator



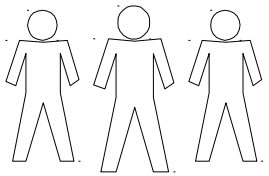
Acceptance
Accepts/rejects document
WAWF User Role – Government Acceptor



SABRS
WAWF posts Obligation/Expense to SABRS



GEX



Financial Data
Certifies financial data for payment
WAWF User Role – Local Processing Official (LPO)

Entitlement System
CAPS-W

MARADMIN 143/09 Mandates the Use of WAWF Misc Payment Functionality

- Mandated use of enhancements provided in WAWF Release 4.0 implemented 15 Aug 2008
- By 1 Apr 2009, all Misc Pays chargeable to a General Fund executed in SABRS shall be submitted via WAWF-MP
- HQMC will levy a Command Operating Budget Tax for each unique Line of Accounting paid on Misc Pays submitted manually after 1 Apr 2009. The tax will be equivalent to the DFAS bill rate charged to the Marine Corps for processing manual invoices. The FY09 DFAS rate for processing manually is $23.62 versus $4.51 electronic

v4.0 Misc. Pay Enhancements

- **WAWF now offers the following choices when initially creating Misc. Pay Vouchers:**
  - Federal Entity: e.g., Federal Employee or Military Member, including Retirees
  - Non-Federal Entity: CCR / CAGE Code
  - Non-Federal Entity: Non-CCR / Business - Employee Identification Number (EIN)
  - Non-Federal Entity: Non-CCR / Individual (SSN)

- **Initiator/Acceptor is required to attach substantiating information (i.e. receipts) to support the payment prior to certification for all Non-Federal entities**

v4.0 Misc. Pay Enhancements, cont.

Create New Misc. Pay Voucher

* = Required Fields

Select Voucher Flow *

- Federal Entity: e.g., Federal Employee or Military Member, including Retirees
- Non-Federal Entity: CCR - CAGE Code
- Non-Federal Entity: Non-CCR - Business (EIN)
- Non-Federal Entity: Non-CCR - Individual (SSN)

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Questions

Demonstration / Hands-on Training

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